BBH Grant Process Overview
FY 2020

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WEST VIRGINIA
Department of
Health & Human Resources
BUREAU FOR BEHAVIORAL HEALTH

Adding or Continuing a Grant

- Decision is made to initiate a new program (Announcement for Funding Availability (AFA), Unsolicited Proposal, other)

- An existing program has been reviewed and a decision has been made to continue from previous year

- **Grantee will be sent via e-mail a grant packet that includes:**
  - Grantee Procedures Memo
  - Grant Processing Checklist
  - Allocation Amount
  - Statement of Work (SOW)
  - Budget Templates

All forms and instructions discussed in this presentation can be found here:

http://www.dhhr.wv.gov/bhhf/forms/Pages/FinancialForms.aspx

- **Component of the grant agreement:**
  - Scope of Work
  - Budget and Cost Analysis
  - Payment Methodology
  - Program – Specific Reporting Requirements
  - Special Terms and Conditions
  - Subawards – from the subrecipient to another subrecipient
  - Subrecipient Contact Person

- **Statement of Work (SOW) needs to include the following required elements:**

  - Timeframes (when)

  - Introduction and Background (why)

  - Scope of Work (who, where, how and to what extent)

  - Performance Measures and Objectives (expectations)

  - Outputs (tangible/measurable results)

- **Statement of Work (SOW)**

  - Needs to include precise activities, outputs and delivery dates

  - Needs to clearly delineate responsibility and accountability for the end-results

  - Needs to identify the performance objectives and require a program evaluation

  - Dates in the SOW need to match other sections of the grant

- **Statement of Work (SOW)**
  - All referenced documents within the SOW need to be readily available at an accessible location (website, etc.)
  - SOW needs to be accurate with consideration to the approved budget
  - SOW incorporates DHHR formatting requirements

- **Statement of Work (SOW)**
  - Each program has a SOW
    - There may be more than one location for each program (example: Group Homes may have as many as 9 locations)
  - There may be more than one SOW in a grant; SOWs are packaged together in a document known as Exhibit A

- **Statement of Work (SOW)**
  - SOW: Grantee completes blank boxes. Upon return of the grant, Exhibit A needs to be reviewed by program staff for accuracy
    - Common mistakes
      - ✓ boxes left blank
      - ✓ wrong regions, wrong counties
      - ✓ wrong targeted population
      - ✓ wrong address
      - ✓ wrong number of beds

- **Subawards from the BBH subrecipient to other recipients:**
    - A subrecipient needs to obtain prior approval from DHHR before sub-awarding DHHR funds to another subrecipient organization
    - When sub-awarding federal funds, the subrecipient assumes dual roles and responsibilities as both a recipient organization and a pass-through entity under Federal administrative requirements

- **Budget and Cost Analysis**
    - Budget forms and related worksheets need to be completed
    - Budget plan needs to be realistic when compared with the services described in the SOW and sufficient to achieve the stated goals and objectives
    - Proposed cost needs to be reasonable and allowable

- **Grantee will review, complete, edit and return documents to the Bureau's grants email box**

  - A completed SOW *(must be submitted in WORD as BBH cannot accept PDF for this document – specific form for making changes located at: http://www.dhhr.wv.gov/bhhf/forms/Pages/FinancialForms.aspx*

  - Targeted Funding Budget (TFB) for each SOW program *(must be submitted in Excel as BBH cannot accept PDF for this document)*

- There have been incidents of grant documents being sent directly to a BBH staff member instead of the grants email box.

- It is important that the grant documents be sent directly to the grants email box to ensure the documents are received.

- **Grantee will review, complete, edit and return documents to the Bureau's grants email box**

    - Detailed Line Item Budget (DLIB) *(must be submitted in Excel <u>and</u> PDF)*

    - Narrative combining all programs *(must be submitted in Word) Ensure narrative details indirect cost plan determination in accordance with DLIB instructions, if applicable*

- **Grantee will review, complete, edit and return documents to the Bureau's grants email box**
  - DHHR Sub-Recipient Information Form (DHHR Finance A-1000), *(must be submitted in PDF)*
  - Grantee Contact List *(may be submitted in PDF or Excel*
  - Indirect Cost Plan *(if required)*

- **Grantee does NOT need to submit; however, each grantee must ensure compliance:**
  - Verify active Central Contract Registration (CCR) at www.sam.gov/index.html
    Please note: The zip code on the CCR must include the plus 4 digits
  - Verify active registration with the WV Secretary of State at www.sos.wv.gov/Pages/online-services.aspx

- **Grantee Forms**
  - Reminder: All forms and instructions can be found at http://www.dhhr.wv.gov/bhhf/forms/Pages/FinancialForms.aspx

- Documents will be reviewed by Fiscal and Program Staff at the Bureau; dialogue with the grantee may occur during this time to resolve any issues

- **Upon final review of the grant by Bureau staff, the grant will be entered into DHHR's Grant Management System (CRM); then**

  - GARD Review

  - General Accounting and Reporting (GAAR)

  - GAAR sends to grantee for signature

  - Grantee returns original signed grant

  - Grant is final

- **Finalization of the Grant Agreement**
  - All invoicing templates and guidance will be emailed to grantees upon finalization of the grant agreement

Grant Agreement

- The grant agreement is the official document/instrument by which the DHHR negotiates the terms and conditions assigned to the grant award and related program.

- The grant agreement serves as the DHHR's most important tool for monitoring subrecipient activities.

- The grant agreement provides an overall basis for administrating the subaward as well as a comprehensive framework for documenting the flow-through of information and responsibilities for federal funds.

- **Payment Methodology**
  - Schedule of Payments

- **Program-specific Reporting Requirements**
  - Program Reports need to contain the necessary parameters to compare the subrecipient's actual accomplishments with the goals and objectives established for the period of the grant
    - *May be asked to use a specific form or format for reporting*

■ **Special Terms and Conditions**

Federal administrative requirements provide that if an applicant has a history of poor performance; is not financially stable; has a management system that does not meet administrative requirements; has not conformed to the terms and conditions of previous awards; or is not otherwise responsible, additional requirements (special terms and conditions) may be imposed by the grantor as needed.

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